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SENATE

REPORT
101-347

# MANAGING THE EXPENDITURE OF FUNDS FOR SENATE OFFICIAL MAIL

JUNE 27 (legislative day, JUNE 11), 1990.—Ordered to be printed

Mr. FORD, from the Committee on Rules and Administration, submitted the following

## REPORT

[To accompany S. Res. 305]

The Committee on Rules and Administration reports an original resolution to provide for the management of the expenditure of funds for Senate official mail and recommends that the resolution be agreed to.

### PURPOSE OF THE RESOLUTION

The purpose of Senate Resolution 305 is to provide for the continuation in fiscal year 1991 and afterwards of the allocations of funds for Senate official mail among Senators, committees, and other offices of the Senate authorized to use the frank, so that total spending does not exceed the amount of funds available for this purpose. Senate Resolution 212, which provides for such allocations for fiscal year 1990 expires September 30, 1990. This resolution extends the authorization and changes the formula for allocating funds among Senators. The change is discussed in the section of this report entitled "Committee Findings." The resolution retains the provisions in Senate Resolution 212 which require (1) that the quarterly mass mail costs of Senate offices be published in the Congressional Record and in the semi-annual Report of the Secretary of the Senate, and (2) that the words "Prepared, Published, and Mailed at Taxpayer Expense" be printed on the bottom of the cover page of every mass mailing by a Senate office.

39-010

S683-12

## BACKGROUND

The resolution continues the practice, initiated in 1986, of allocating funds for official mail among Senators. The action was initiated in response to rapidly escalating official mail costs, which had risen to an all-time high of $111 million in fiscal year 1984 and which were projected at $144 million for fiscal year 1986. In fiscal years 1986, 1987, and 1988 the allocation of funds proved to be an effective procedure which enabled the Senate to avoid cost overruns in the Senate share of an amount appropriated for the Senate and the House of Representatives jointly for official mail. Allocation procedures for fiscal year 1989 were suspended in mid-year in an effort to obtain a separation of the joint appropriation into two separate appropriations for official mail of the Senate and of the House of Representatives.

In the Act making appropriations for the Legislative Branch for fiscal year 1990, separate amounts were appropriated for the Senate and the House of Representatives. The allocation of the Senate amount, $23,978,000 (subsequently reduced to $23,688,000 by reductions for Gramm-Rudman-Hollings sequestration and for funding the war against drugs), was provided for by S. Res. 212, agreed to November 19, 1989. The allocation of funds continued to prove to be an effective device in enabling the Senate to avoid spending more than was appropriated for Senate official mail.

In December 1989 the Committee recommended that an estimate of $35.5 million for official mail costs of the Senate be included in the budget estimates submitted by the President for fiscal year 1991. (The President is required to include budget estimates for the Legislative Branch in his budget submission without change.) This estimate was based on the cost to provide each Senator with sufficient funds for the equivalent of one State-wide postal patron mailing, with an augmentation up to $100,000 for Senators who would receive less than that amount. The estimate also included funds for committees and other offices and a reserve for contingencies. The estimate of the mail costs for Senators was based on the number of addresses in the States as of October 12, 1989, increased by two percent for growth, and using an expected $0.02 per piece increase in the average postage rate paid by the Senate for bulk mail.

During the floor consideration of S. Res. 212 the Committee on Rules and Administration was asked to consider alternatives to the formula for distributing funds among Senators so as to lessen the disparity between the large and small States with respect to the amount of mail that could be sent per household. This resolution is the result of that reconsideration. Under the existing resolution, S. Res. 212, an augmentation of additional funds up to a total of $100,000 was provided. As explained in more detail under "Committee Findings" this augmentation provided small States with almost five times more mail per household than large States. In this resolution an augmentation equivalent to a second mailing is provided for Senators from the six States with only one congressional district. This augmentation is for two reasons.

The first reason is because States with one congressional district tend to be more rural and more sparsely populated than other States. Such States lack the diversity and intensity of coverage by

the news media, and congressional newsletters constitute a vital role in providing the residents of such States with important news of State, national, and international events.

The second reason for the augmentation for the States with one congressional district is to provide greater parity between the Senators from such States and the at-large Representatives from such States. The mailings of such Representatives are limited only by the statutory limit of three postal patron mailings per calendar year; they are permitted unlimited town meeting notices and unlimited mass mailings that are not postal patron mail. Senators are limited by the appropriation for official mail, however. The amount estimated for fiscal year 1991, $35.5 million, is not enough for more than the equivalent of one State-wide mailing, plus the proposed second mailing for Senators from States with one congressional district.

It should be noted that if the amounts appropriated for the House and the Senate for official mail were equal, House members would be able to send twice the amount of mail per household as Senators. This is because each person has two Senators and only one Representative. To achieve true parity between Senators and Representatives, the appropriation for Senate official mail should be two times that of the House.

Finally it should also be noted that the allocation amounts, even though they equal the cost of one State wide mailing (two in the case of States with one congressional district) will not enable Senators to send one complete State-wide mailing. This is because the costs of all other mail, including responses to letters from constituents, letters to other government officials, news releases to the communications media, and mail between Senators' offices in Washington and in their States are charged to the allocations.

## Committee Action

The Committee on Rules and Administration held hearings on Senate Resolution 212 on May 10, 1990. Testimony was received from the Honorable Harry Reid, a Senator from Nevada, and the Honorable Don Nickles, a Senator from Oklahoma. A submitted statement was received from the Honorable Gordon J. Humphrey, a Senator from New Hampshire. Statements were also received from Michael Waldman and David Eppler, Director and Staff Attorney, respectively, of Public Citizen's Congress Watch and from Thomas A. Schatz, Senior Vice President and Government Affairs Director of the Council for Citizens Against Government Waste. The statements from Congress Watch and the Council for Citizens Against Government Waste urged the Committee to retain the provision in Senate Resolution 212 which requires that the words "Prepared, Published, and Mailed at Taxpayer Expense" be printed on the bottom of the cover page of every mass mailing by a Senate office. They stated that the notice serves a useful purpose in informing constituents about how their tax dollars are being spent, in improving accountability, and in reducing irresponsible use of the franking privilege.

The Committee considered Senate Resolution 305 on June 13, 1990, and voted to report it to the Senate.

## COMMITTEE FINDINGS

The Committee on Rules and Administration finds that the allocation of official funds among Senators is an effective method of preventing expenditures in excess of appropriations. The Committee further finds that changing the basis of allocation from (a) a method based on population with a minimum of $100,000 for Senators who would receive less than that amount on a population basis to (b) a method providing the equivalent of one State-wide mailing to all Senators (subject to the availability of sufficient appropriations) with a second State-wide mailing provided to Senators from States with one at-large Representative to the House of Representatives, provides more fairness. Under Senate Resolution 212, the difference in the amount of mail per address that could be sent with the appropriation for fiscal year 1990 by the State with the lowest mail-per-address ratio (Florida with a ratio 0.69) and the State with the highest such ratio (Wyoming with a ratio of 3.41) is 4.9. That is, the Senators from the small States are able under the current formula to send several times the amount of mail per address as Senators from larger States. The difference between Florida and Wyoming, for example, is almost five times.

Apply the existing formula to the appropriation requested for 1991, $35.5 million, yields a similar disparity, although the disparity is less due to the higher total amount. Florida and Wyoming, for example, would have ratios of 0.80 and 2.92, respectively, for a difference in mailing capability of 3.65 times. (The projected Wyoming ratio is lower than that under the fiscal year 1990 amount because higher population figures and higher postal rates were used in calculating the 1991 estimates.) The formula in Senate Resolution 305 provides Senators from States with one at-large Representative no more than twice the mailing capacity of Senators from other States.

The Committee further finds that in the event of sequesters resulting from operation of the Gramm-Rudman-Hollings Act, all Senators' allocations should be reduced by the percentage reduction in the official mail account. The allocation rules currently in Senate Resolution 212 require that the amount of a sequester be taken only from those Senators above the $100,000 minimum.

The Committee also found that there is a lack of fairness in the allowances for letterhead paper and envelopes. Current allowance rules provide such supplies in the following quantities:

| Population range | Letterhead sheets and envelopes |
|---|---|
| Less than 3,000,000 | 180,000 |
| More than 2,999,999 and less than 4,000,000 | 240,000 |
| More than 3,999,999 and less than 5,000,000 | 300,000 |
| More than 4,999,999 and less than 12,000,000 | 360,000 |
| More than 11,999,999 | 420,000 |

Since the existing categories were promulgated, California has grown to a population of over 29 million but has received no more letterhead paper or envelopes than when it was around 12,000,000,

and would receive no more, no matter how large the population became. The Committee proposes abolition of the current allowance ranges and providing letterhead paper and envelopes at a rate of 100 sheets and 100 envelopes per 1000 persons per year, with a minimum amount of 180,000 sheets and 180,000 envelopes per Senator per year. The allowance would be adjusted annually on the basis of the July 1 population estimates of the Bureau of the Census, as is currently done with the blank paper allowance.

Table 1 sets forth the official mail costs of the Senate since 1978. Table 2 sets forth comparisons in the distribution of the amount recommended to be appropriated for fiscal year 1991 under the current and the proposed formulas. The calculations in Table 2 are based on estimated numbers of addresses as of February 1989 and on estimated postal rates for postal patron mail. Actual allocations made after enactment of the fiscal year 1991 appropriation will be based on the latest information and with respect to the number of addresses in the States and postal rates and, therefore, may differ. Table 3 sets forth the current and the proposed letterhead and envelope allowances.

In the event that an amount is appropriated for fiscal year 1991 or any subsequent year that is insufficient to provide the equivalent of one State-wide postal patron mailing to all Senators and the equivalent of a second such mailing to Senators from States with one congressional district, the allocations will be pro-rated. For example, if the actual appropriation is 90% of the amount required for one mailing, each Senator would receive an allocation for 90% of one mailing, plus, in the case of Senators from States with one congressional district, an additional allocation for 90% of a second such mailing.

The Committee further intends that the changes made by Senate Resolution 305 will be applicable beginning with the appropriation for fiscal year 1991.

TABLE 1.—SENATE EXPENDITURES FOR OFFICIAL MAIL

[Dollar amounts in thousands]

| | Cost |
|---|---|
| Fiscal years: | |
| 1978 | 13,817 |
| 1979 | 15,214 |
| 1980 | 18,484 |
| 1981 | 24,176 |
| 1982 | 40,144 |
| 1983 | 32,126 |
| 1984 | 43,609 |
| 1985 | 39,853 |
| 1986 | 35,538 |
| 1987 | 19,424 |
| 1988 | 35,507 |
| 1989 | 32,284 |
| 1990 | [1] 17,726 |

[1] Estimated.

TABLE 2.—COMPARISON OF THE CURRENT AND THE PROPOSED FORMULAS

| State | Allocations (In dollars) | | Difference | Mass mailings (Per address) | |
|---|---|---|---|---|---|
| | Under current formula | Under proposed formula | | Under current formula | Under proposed formula |
| Alabama | 261,492 | 269,810 | 8,318 | 0.97 | 1.00 |
| Alaska | 100,000 | 78,492 | (21,508) | 2.55 | 2.00 |
| Arizona | 225,805 | 262,873 | 37,068 | .86 | 1.00 |
| Arkansas | 152,780 | 161,825 | 9,045 | .94 | 1.00 |
| California | 1,845,492 | 1,893,784 | 48,293 | .97 | 1.00 |
| Colorado | 210,628 | 245,067 | 34,439 | .86 | 1.00 |
| Connecticut | 205,675 | 220,875 | 15,200 | .93 | 1.00 |
| Delaware | 100,000 | 90,699 | (9,301) | 2.21 | 2.00 |
| Florida | 804,605 | 1,002,628 | 198,023 | .80 | 1.00 |
| Georgia | 408,684 | 432,806 | 24,122 | .94 | 1.00 |
| Hawaii | 100,000 | 63,519 | (36,481) | 1.57 | 1.00 |
| Idaho | 100,000 | 64,916 | (35,084) | 1.54 | 1.00 |
| Illinois | 740,279 | 746,380 | 6,100 | .99 | 1.00 |
| Indiana | 355,154 | 365,899 | 10,746 | .97 | 1.00 |
| Iowa | 180,339 | 186,790 | 6,451 | .97 | 1.00 |
| Kansas | 159,575 | 173,642 | 14,068 | .92 | 1.00 |
| Kentucky | 236,663 | 238,460 | 1,796 | .99 | 1.00 |
| Louisiana | 278,256 | 288,550 | 10,295 | .96 | 1.00 |
| Maine | 100,000 | 82,050 | (17,950) | 1.22 | 1.00 |
| Maryland | 298,068 | 307,669 | 9,602 | .97 | 1.00 |
| Massachusetts | 375,474 | 407,701 | 32,227 | .92 | 1.00 |
| Michigan | 588,833 | 596,598 | 7,765 | .99 | 1.00 |
| Minnesota | 276,414 | 281,604 | 5,190 | .98 | 1.00 |
| Mississippi | 166,433 | 164,810 | (1,622) | 1.01 | 1.00 |
| Missouri | 327,595 | 351,844 | 24,250 | .93 | 1.00 |
| Montana | 100,000 | 55,439 | (44,561) | 1.80 | 1.00 |
| Nebrask | 102,298 | 106,545 | 4,247 | .96 | 1.00 |
| Nevada | 100,000 | 82,836 | (17,164) | 1.21 | 1.00 |
| New Hampshire | 100,000 | 74,867 | (25,133) | 1.34 | 1.00 |
| New Jersey | 491,234 | 511,121 | 19,887 | .96 | 1.00 |
| New Mexico | 100,000 | 99,889 | (111) | 1.00 | 1.00 |
| New York | 1,139,819 | 1,177,958 | 38,139 | .97 | 1.00 |
| North Carolina | 417,256 | 447,211 | 29,954 | .93 | 1.00 |
| North Dakota | 100,000 | 86,182 | (13,818) | 2.32 | 2.00 |
| OPhio | 692,591 | 723,488 | 30,897 | .96 | 1.00 |
| Oklahoma | 204,723 | 238,097 | 33,374 | .86 | 1.00 |
| Oregon | 179,069 | 196,717 | 17,648 | .91 | 1.00 |
| Pennsylvania | 764,536 | 803,513 | 38,976 | .95 | 1.00 |
| Rhode Island | 100,000 | 65,580 | (34,420) | 1.52 | 1.00 |
| South Carolina | 223,011 | 226,518 | 3,508 | .98 | 1.00 |
| South Dakota | 100,000 | 88,743 | (11,257) | 2.25 | 2.00 |
| Tennessee | 313,688 | 325,503 | 11,815 | .96 | 1.00 |
| Texas | 1,078,923 | 1,,182,099 | 103,176 | .91 | 1.00 |
| Utah | 108,394 | 97,466 | (10,928) | 1.11 | 1.00 |
| Vermont | 100,000 | 75,047 | (24,953) | 2.66 | 2.00 |
| Virginia | 387,221 | 399,819 | 12,597 | .97 | 1.00 |
| Washington | 302,322 | 325,740 | 23,418 | .93 | 1.00 |
| West Virginia | 117,919 | 126,059 | 8,140 | .94 | 1.00 |
| Wisconsin | 309,053 | 311,874 | 2,821 | .99 | 1.00 |
| Wyoming | 100,000 | 68,584 | (31,416) | 2.92 | 2.00 |
| | 16,330,301 | 16,876,188 | 545,887 | .80 | 1.00 |
| Total cost | 32,660,603 | 33,752,377 | 1,091,774 | 2.92 | 2.00 |

**This allocation assumes that the funds requested will be included in the Legislative Branch Appropriation.**

These allocation amounts are for illustrative purposes only. They are based on estimates of the number of addresses current at the time the estimate for the fiscal year 1991 appropriation for Senate official mail was submitted to the Office of Management and Budget and on estimates of the increase anticipated in postal rates. Actual allocations made after enactment of the fiscal year 1991 appropriation will be made on the basis of estimates current at that time, in accordance with the formula in this resolution.

TABLE 3.—COMPARISON OF THE CURRENT AND PROPOSED ALLOWANCES FOR LETTERHEAD PAPER AND ENVELOPES

| State | Allowances (In pieces) | | Per 1,000 persons | |
|---|---|---|---|---|
| | Current | Proposed | Under current allowance | Under proposed allowance |
| Alabama | 300,000 | 411,800 | 73 | 100 |
| Alaska | 180,000 | 180,000 | 342 | 342 |
| Arizona | 240,000 | 355,600 | 67 | 100 |
| Arkansas | 180,000 | 240,600 | 75 | 100 |
| California | 420,000 | 2,906,300 | 14 | 100 |
| Colorado | 240,000 | 331,700 | 72 | 100 |
| Connecticut | 240,000 | 323,900 | 74 | 100 |
| Delaware | 180,000 | 180,000 | 267 | 267 |
| Florida | 420,000 | 1,267,100 | 33 | 100 |
| Georgia | 360,000 | 634,600 | 56 | 100 |
| Hawaii | 180,000 | 180,000 | 162 | 162 |
| Idaho | 180,000 | 180,000 | 178 | 178 |
| Illinois | 360,000 | 1,165,800 | 31 | 100 |
| Indiana | 360,000 | 559,300 | 64 | 100 |
| Iowa | 180,000 | 284,000 | 63 | 100 |
| Kansas | 180,000 | 251,300 | 72 | 100 |
| Kentucky | 240,000 | 372,700 | 64 | 100 |
| Louisiana | 300,000 | 438,200 | 68 | 100 |
| Maine | 180,000 | 180,000 | 147 | 147 |
| Maryland | 300,000 | 469,400 | 64 | 100 |
| Massachusetts | 360,000 | 591,300 | 61 | 100 |
| Michigan | 360,000 | 927,300 | 39 | 100 |
| Minnesota | 300,000 | 435,300 | 69 | 100 |
| Mississippi | 180,000 | 262,100 | 69 | 100 |
| Missouri | 360,000 | 515,900 | 70 | 100 |
| Montana | 180,000 | 180,000 | 223 | 223 |
| Nebraska | 180,000 | 180,000 | 112 | 112 |
| Nevada | 180,000 | 180,000 | 162 | 162 |
| New Hampshire | 180,000 | 180,000 | 163 | 163 |
| New Jersey | 360,000 | 773,600 | 47 | 100 |
| New Mexico | 180,000 | 180,000 | 118 | 118 |
| New York | 420,000 | 1,795,000 | 23 | 100 |
| North Carolina | 360,000 | 657,100 | 55 | 100 |
| North Dakota | 180,000 | 180,000 | 273 | 273 |
| Ohio | 360,000 | 1,090,700 | 33 | 100 |
| Oklahoma | 240,000 | 322,400 | 74 | 100 |
| Oregon | 180,000 | 282,000 | 64 | 100 |
| Pennsylvania | 420,000 | 1,204,000 | 35 | 100 |
| Rhode Island | 180,000 | 180,000 | 180 | 180 |
| South Carolina | 240,000 | 351,200 | 68 | 100 |
| South Dakota | 180,000 | 180,000 | 252 | 252 |
| Tennessee | 300,000 | 494,000 | 61 | 100 |
| Texas | 420,000 | 1,699,100 | 25 | 100 |
| Utah | 180,000 | 180,000 | 105 | 105 |
| Vermont | 180,000 | 180,000 | 317 | 317 |
| Virginia | 360,000 | 609,800 | 59 | 100 |
| Washington | 300,000 | 476,100 | 63 | 100 |

TABLE 3.—COMPARISON OF THE CURRENT AND PROPOSED ALLOWANCES FOR LETTERHEAD PAPER AND ENVELOPES—Continued

| State | Allowances (in pieces) | | Per 1,000 persons | |
|---|---|---|---|---|
| | Current | Proposed | Under current allowance | Under proposed allowance |
| West Virginia | 180,000 | 185,700 | 97 | 100 |
| Wisconsin | 300,000 | 486,700 | 62 | 100 |
| Wyoming | 180,000 | 180,000 | 379 | 379 |

Proposed allowances are based on an allowance formula of 100 sheets and 100 envelopes per 1,000 persons in the State, with a minimum of 180,000 sheets and 180,000 envelopes per Senator per year.

## Section-By-Section Analysis

The resolution covers only the Senate and applies to fiscal year 1991 and subsequent years. The special needs of Senators from States with one at-large Representative to the House of Representatives are accommodated.

Section 1 contains definitions of terms.

Section 2 sets forth the allocation rules for nonelection fiscal years.

Section 2(a) states that Senate offices shall not incur mail costs in excess of the amounts allocated pursuant to the resolution.

Section 2(b) states that the Committee on Rules and Administration shall determine the amount appropriated, the amount required by committees and other offices, the amount necessary for contingencies, and the amount necessary for all Senators to send one State-wide postal patron mailing.

Section 2(c)(1) states that the Committee shall allocate the amount for committees and other offices among such committees and offices.

Section 2(c)(2) states that the Committee shall allocate the amount for Senators is a way that provides each Senator with the equivalent of one State-wide postal patron mailing.

The proviso to section 2(c)(2) states that Senators from States with one at-large Representative shall be allocated from the amount reserved for contingencies additional funds equivalent to the cost of a second State-wide postal patron mailing.

Section 3 sets forth the allocation rules for election fiscal years. The rules are the same as those in section 2 except that the funds for Senators are separately allocated among: (a) Senators-elect, (b) newly elected Senators, (c) Senators who will cease to be Senators on a January 3 beginning a new Congress, and (d) other Senators. Senators-elect are provided an amount for response mail for the period from the election until January 3, in proportion to population of the States they represent. Newly-elected Senators are provided three-fourths of an annual allowance for response mail and mass mail for the period from January through September 30, in proportion to the addresses in the States they represent. Senators whose terms of service will end on January 3 are provided with one

fourth of an annual allowance for response mail and mass mail for the period from October 1 through January 3 and an amount for response mail for the period from January 3 through April 3, in proportion to the population of the States they represent, and other Senators receive an amount equivalent to the cost of one State-wide postal patron mailing. In addition, newly elected Senators from States with one at-large Representative receive three-fourths of the amount for one additional State-wide postal patron mailing, and Senators from such States whose terms do not begin or end on January 3 receive an additional amount equivalent to one State-wide postal patron mailing.

Section 4 places limits on the uses of the amount reserved for contingencies. It may be used only for: (1) making an allocation to a Senator appointed to complete the term of a Senator who dies, retires, or otherwise leaves office; (2) providing the Secretary of the Senate with an allowance for mail from the spouses of deceased Senators; (3) for the restoration of funds to Senators for charges to their accounts that are the result of errors on the part of the Sergeant at Arms; and (4) making the additional allocations to Senators from States with one at-large Representative. Balances in the reserve fund at the end of a fiscal year may be distributed among Senators or retained in the fund.

Section 5 requires consultation between the Committee on Rules and Administration and the U.S. Postal Service in determining allocations. (The information regarding addresses in the States is obtained from the Postal Service.)

Section 6 contains two public cost disclosure provisions.

Section 6(a) requires the publication of summary tabulations of the quarterly mass mail costs of Senators, committees, and other offices in the Congressional Record and in the semi-annual Report of the Secretary of the Senate. Such costs have been published in the Secretary's Report since November 1985 and in the Record since January 1990. Detailed cost reports are furnished to each Senate office.

Section 6(b) requires that the statement: "PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EXPENSE" be printed on the bottom of the first page of each mass mailing.

Section 7 limits the size of a mass mailing to not more than the equivalent of two sheets of legal size paper. Attachments prepared by or for the Senator or which are about the Senator are counted against the limit.

Section 8 directs the Committee on Rules and Administration to monitor Senate mail costs and to promulgate regulations to carry out the Resolution.

Section 9 requires that all mass mailings be printed, prepared, and mailed by the Senate Service Department and mailed under the frank, unless an exception is granted by the Committee on Rules and Administration.

Section 10(a) limits the number of pieces of mass mail that may be mailed in a fiscal year by a Senator to the equivalent of three State-wide mailings. The limit applies to postal patron and to addressed mass mailings but does not apply to town meeting notices.

Section 10(b) defines a town meeting notice. Such notices may relate solely to a notice of the appearance or an itinerary of the

Senator and may be mailed only to the part of the State where the Senator will appear.

Section 10(c) sets forth rules for determining the fiscal year quota to which a mass mailing is to be charged. A mailing subject to the quota is charged in the fiscal year in which it is mailed, except that it may be charged against the quota for the previous fiscal year, provided: (a) the appropriation for official mail does not lapse at the end of the fiscal year, (2) the Senator has a balance in his or her allocation for the previous fiscal year sufficient to cover the cost of the mailing, (3) the initial work order for the mailing is submitted prior to the close of the preceding fiscal year, and (4) the final approval for printing is given to the Service Department not later than close of business on November 15 of the year the mailing is mailed.

Section 10(d) clarifies that the quota in section 10 is a limit and not an entitlement. Mail is limited by both the amount of the allocation and by the quota. The full amount permitted by the quota may not be mailed by a Senator unless there are sufficient funds in the Senator's allocation to cover the postage cost.

Section 11 sets forth paper and envelope allowances for Senators, committees, and other offices. Senators are provided with 1⅓ sheets of blank paper per adult constituent per year, with a minimum of 1.8 million sheets, and with 100 letterhead sheets and 100 envelopes per 1000 constituents per year with a minimum of 180,000 letterhead sheets and envelopes. Senators allowances remaining at the end of a year may be used in the following year but lapse thereafter. Paper allowances may not be transferred among Senators. Senators paper balances lapse at the time a Senator leaves office.

Section 11(b) sets forth the paper allowances for standing, select, special, and impeachment trial committees, which are 180,000 sheets of blank paper, 180,000 sheets of letterhead, and 180,000 envelopes. Balances of these allowances lapse at the end of each year.

Section 11(c) lists offices to which such paper is provided as is necessary. Transfers of paper from such offices to Senators or to standing, select, special, or impeachment trial committees is prohibited, except that paper may be transferred by the Sergeant at Arms to reprint erroneously printed matter when the printing error was made by the Senate Service Department.

Section 11(e) states that blank paper is either letter size or legal size and that letterhead paper is letter size.

Section 11(e) defines a the term "year" as used in section 11 and sets forth the rules for determining the year to which paper is to be charged.

Section 12 directs the Senate Select Committee on Ethics to revise its interpretation of the term "direct response" in section 3210(a)(6)(E) of title 39 of the United States Code so that responses to written communications from constituents that would otherwise meet the definition of mass mail would not be considered mass mail if: (a) mailed within 120 days of the receipt of the communication, and (2) are specifically and solely in response to such communications.

Section 13 directs that reductions in the amount appropriated for official mail as a result of the operation of the Gramm-Rudman-

Hollings Act will be taken as equal percentage reductions in the allocations of all offices.

### COMMITTEE ROLLCALL VOTE

In compliance with paragraph 7(b) and (c) of Rule XXVI of the Standing Rules of the Senate, the record of the rollcall vote in the Committee on Rules and Administration during its consideration of Senate Resolution 305 to report it favorably was as follows:

Yeas—9 Nays—0

Mr. Pell
Mr. DeConcini
Mr. Moynihan
Mr. Stevens
Mr. Hatfield
Mr. Dole
Mr. Garn
Mr. McConnell
Mr. Ford

The Chairman presented the proxies of Mr. Byrd, Mr. Inouye, Mr. Gore, and Mr. Dodd in favor of the measure.

### COST ESTIMATE

In accordance with paragraph 11(a) of rule XXVI of the Standing Rules of the Senate, the estimate of costs of this measure prepared by the Congressional Budget Office pursuant to section 403 of the Congressional Act, is as follows:

U.S. CONGRESS,
CONGRESSIONAL BUDGET OFFICE,
*Washington, DC, June 21, 1990.*

Hon. WENDELL H. FORD,
*Chairman, Committee on Rules and Administration, U.S. Senate, Washington, DC.*

DEAR MR. CHAIRMAN: The Congressional Budget Office has prepared the attached cost estimate for a resolution for managing the expenditure of funds for Senate official mail.

If you wish further details on this estimate, we will be pleased to provide them.

Sincerely,

JAMES L. BLUM
(For Robert D. Reischauer).

#### CONGRESSIONAL BUDGET OFFICE COST ESTIMATE

1. Bill number: Not yet assigned.

2. Bill title: A resolution for managing the expenditure of funds for Senate official mail.

3. Bill status: As ordered reported by the Senate Committee on Rules and Administration on June 13, 1990.

4. Bill purpose: The resolution would establish procedures for allocating amounts available for official mail costs to individual Senators, beginning in fiscal year 1991. If enough funds are appropriated, it would allocate to each Senator an amount sufficient to send

one mass mailing to each mailing address in the state (with an exception for six states with low density population). The 1990 budget authority for all Senate official mail is currently about $24 million, and the 1991 budget includes a request of $34 million to be available for Senators' mail costs.

In addition, the resolution would increase the envelope and letterhead paper allowance for each Senator, based on the population of each State.

5. Estimated cost to the Federal Government:

[By fiscal year, in millions of dollars]

| | 1991 | 1992 | 1993 | 1994 | 1995 |
|---|---|---|---|---|---|
| Official Mail Costs | | | | | |
| Senators' offices: | | | | | |
| Estimated authorization level | 34 | 36 | 37 | 42 | 44 |
| Estimated outlays | 34 | 36 | 37 | 42 | 44 |
| Additional Paper Allowance | | | | | |
| Senators' offices: | | | | | |
| Estimated authorization level | 1 | 1 | 1 | 1 | 1 |
| Estimated outlays | 1 | 1 | 1 | 1 | 1 |
| Resolution total: | | | | | |
| Estimated authorization level | 35 | 37 | 38 | 43 | 45 |
| Estimated outlays | 35 | 37 | 38 | 43 | 45 |

The costs of this resolution fall within budget function 800.

Basis of estimate: Based on information from the Postal Service, CBO expects that about 112 million mailing addresses could receive Senate official mail in 1991, and that figure will grow by about 2 percent each year. The average cost of each item in a postal patron mailing is currently about 13 cents. CBO projects postal rate increases of 20 percent in 1991 and 13 percent in 1994. Using these assumptions, we estimate that the total amount that would be needed to provide full funding for mail from Senators' offices as provided in this resolution would be $34 million in fiscal year 1991. This amount would grow to $44 million by 1995.

Regarding the envelope and letterhead paper allowance, if Senators were to use all of the increased allowance, CBO estimates that costs could increase by about $2 million a year. However, many Senators do not use all of the current allowance, so costs are likely to increase by only $1 million.

This estimate assumes the amounts estimated will be appropriated. The estimate of outlays is based on historical spending patterns.

6. Estimated cost to State and local governments: None.

7. Estimate comparison: None.

8. Previous CBO estimate: None.

9. Estimate prepared by: James Hearn.

10. Estimate approved by: C.G. Nuckols for James L. Blum, Assistant Director for Budget Analysis.

## Regulatory Impact Statement

In accordance with paragraph 11(b) of Rule XXVI of the Standing Rules of the Senate, the Committee on Rules and Administration does not consider that agreement to Senate Resolution 305 would have any regulatory impact.

## Changes in Existing Law

In accordance with paragraph 12 of Rule XXVI of the Standing Rules of the Senate, the differences between Senate Resolution 212 and Senate Resolution 305 are set forth below. New text is printed in italic, and deleted text is enclosed in bold brackets.

*Resolved,* That for purposes of this resolution—

(1) the term 'election fiscal year' means a fiscal year in which regular biannual general elections of Senators are held;

(2) the term 'final printing and mailing clearance' means an approval of a blue line, color key, or other page proof giving final authorization to print and mail material submitted by a Senate office to the Senate Service Department;

(3) the term 'franked mail' has the meaning given that term by section 3201(4) of title 39, United States Code;

(4) the term 'mass mailing' has the meaning given that term in section 3210(a)(6)(E) of title 39, United States Code;

(5) the term 'non-election fiscal year' means a fiscal year other than an election fiscal year;

(6) the term 'official mail costs' means the equivalent of—

(A) postage on, and fees and charges in connection with, mail matter sent through the mail under the franking privilege; and

(B) the portions of the fees and charges paid for handling and delivery by the Postal Service of mailgrams considered as franked mail under section 3219 of title 39, United States Code; and

(7) the term 'Senate office' means the Vice President of the United States, a United States Senator, a United States Senator-elect, a committee of the Senate, the Joint Committee on Printing, the Joint Economic Committee, an officer of the Senate, or an office of the Senate authorized by section 3210(b)(1) of title 39, United States Code, to send franked mail.

Sec. 2. (a) Notwithstanding any law or rule of the Senate, the amount that may be incurred by a Senate office for official mail costs for a nonelection fiscal year shall not exceed the amount allocated to that Senate office for that period by the Committee on Rules and Administration in accordance with this section.

(b) With respect to a nonelection fiscal year, as soon as practicable after the enactment of the appropriation for Senate official mail costs for such year, the Committee on Rules and Administration shall determine the following amounts:

(1) The amount that has been appropriated for official mail costs of the Senate for the nonelection fiscal year.

(2) The amount necessary for official mail costs of Senate offices other than Senators for the nonelection fiscal year.

(3) The amount necessary to be reserved for contingencies, which shall not exceed 10 percent of the amount determined pursuant to paragraph (1).

[(4) The amount available for allocation to Senators, shall be the amount determined pursuant to paragraph (1) minus the sum of the amounts determined pursuant to paragraphs (2) and (3).]

*(4) The amount for Senators to send one postal patron mailing per Senator.*

(c) As soon as practicable after making the determination described in subsection (b), the Committee on Rules and Administration shall make the following allocations:

(1) The allocation to a Senate office (other than a Senator) for the nonelection fiscal year.

[(2) The allocation of a Senator, for official mail costs for the non-election fiscal year in an amount equal to—

[(A) the amount determined pursuant to subsection (b)(4), multiplied by

[(B) the ratio that the population of the State represented by the Senator bears to twice the total population of the States:

[*Provided,* That a Senator whose allocation pursuant to the preceding provisions of this paragraph would be less than $100,000, at the request of the Senator to the Committee on Rules and Administration, shall be allocated such additional sums from the contingent fund provided for in subsection (b)(3) as are required to being the Senator's allocation up to $100,000.]

*(2) The allocation of a Senator, for official mail costs for the non-election fiscal year in an amount equal to the amount determined pursuant to subsection (b)(4), multiplied by the ratio that the number of addresses in the State represented by the Senator bears to twice the total number of addresses in the States:*

*Provided, That a Senator who is elected from a State that has one at-large Representative to the House of Representatives shall be allocated from the contingent fund provided for in subsection (b)(3) such sums as are required to send one statewide postal patron mailing.*

SEC. 3. (a) Notwithstanding any law or Standing Rule of the Senate, the amount that may be incurred by a Senate office for official mail costs for an election fiscal year shall not exceed the amount allocated to that Senate office for that period by the Committee on Rules and Administration in accordance with this section.

(b) With respect to an election fiscal year, as soon as practicable after the enactment of the appropriation for Senate official mail costs for such year, the Committee on Rules and Administration shall determine the following amounts:

(1) The amount that has been appropriated for official mail costs of the Senate for the election fiscal year.

(2) The amount necessary for official mail costs of Senate offices other than Senators and Senators-elect for the election fiscal year.

(3) The amount necessary for the official mail costs of Senators-elect for the period beginning the date immediately following the date of the general elections and ending January 3 of the election

fiscal year: *Provided,* That such amount shall not include amounts for mass mailings.

(4) The [amount necessary for the official mail costs of newly elected Senators] *amounts for newly-elected Senators to send one postal patron mailing per Senator* for the period January 3 through September 30 of the election fiscal year: *Provided,* That the sum of such amounts shall not exceed three-fourths of the total amount that those Senators would receive for the full election fiscal year.

(5) The amount necessary for the official mail costs of Senators whose service as Senators will end on January 3 of the election fiscal year, for the period October 1 through April 3 of the election fiscal year: *Provided,* That not more than one-fourth of the amount that such Senators would receive for the full election fiscal year shall be available for the period October 1 through January 3 of the election fiscal year: *Provided further,* That no amount shall be provided for mass mailings for the period January 3 through April 3 of the election fiscal year.

(6) The amount necessary to be reserved for contingencies, which shall not exceed 10 percent of the amount determined pursuant to paragraph (1).

[The amount available for allocation to Senators other than Senators whose terms of service as Senators will begin or end on January 3 of the election fiscal year, which shall be the amount determined pursuant to paragraph (1) minus the sum of the amounts determined pursuant to paragraphs (2) through (6).]

*(7) The amounts for Senators other than Senators whose terms of service as Senators will begin or end on January 3 of the election fiscal year to send one postal patron mailing per Senator.*

(c) As soon as practicable after making the determination described in subsection (b), the Committee on Rules and Administration shall make the following allocations:

(1) The allocation to a Senate office (other than a Senator or a Senator-elect) for the election fiscal year.

(2) The allocation of a Senator-elect for official mail costs for the portion of the election fiscal year beginning the date immediately following the date of the general elections and ending the date the Senator-elect is appointed to the Senate, in an amount equal to—

(A) the amount determined pursuant to subsection (b)(3), multiplied by

(B) the ratio that the population of the State represented by the Senator-elect bears to the total population of States represented by Senators-elect.

[(3) The allocation of a newly elected Senator for official mail costs for the period January 3 through September 30 of the election fiscal year, in an amount equal to—

[(A) the amount determined pursuant to subsection (b)(4), multiplied by

[(B) the ratio that the population of the State represented by the newly elected Senator bears to the total population of the States represented by newly elected Senators:]

*(3) The allocation of a newly elected Senator for official mail costs for the period January 3 through September 30 of the election fiscal year, in an amount equal to the amount determined pursuant to subsection (b)(4), multiplied by the ratio that the number of ad-*

*dresses in the State represented by the newly-elected Senator bears to the total number of addresses in the States represented by newly-elected Senators:*

*Provided,* That a newly elected Senator whose allocation pursuant to the preceding provisions of this paragraph would be less than three-fourths of the allocation that would be made if the proviso in paragraph (5) were applicable, at the request of the Senator to the Committee on Rules and Administration, shall be allocated such additional sums from the contingent fund provided for in subsection (b)(6) as are required to bring the Senator's allocation up to three-fourths of the allocation that would be made if the proviso in paragraph (5) were applicable.

(4) The allocation of a Senator whose service as a Senator will end on January 3 of the election fiscal year for official mail costs for the period October 1 through April 3 of the election fiscal year, in an amount equal to—

(A) the amount determined pursuant to subsection (b)(5), multiplied by

(B) the ratio that the population of the State represented by the Senator bears to the total population of the States represented by such Senators.

[(5) The allocation of a Senator whose term of service as a Senator does not begin or end on January 3 of the election fiscal year, for official mail costs for the election fiscal year in an amount equal to—

[(A) the amount determined pursuant to subsection (b)(7), multiplied by

[(B) the ratio that the population of the State represented by the Senator bears to the total population of the States represented by such Senators:

[*Provided,* That a Senator whose allocation pursuant to the preceding provisions of this paragraph would be less than $100,000, at the request of the Senator to the Committee on Rules and Administration, shall be allocated such additional sums from the contingent funds provided for in subsection (b)(6) as are required to bring the Senator's allocation up to $100,000.]

*(5) The allocation of a Senator whose term of service as a Senator does not begin or end on January 3 of the election fiscal year, for official mail costs for the election fiscal year in an amount equal to the amount determined pursuant to subsection (b)(7), multiplied by the ratio that the number of addresses in the State represented by the Senator bears to the total number of addresses in the States represented by such Senators:*

*Provided, That a Senator who is elected from a State that has one at-large Representative to the House of Representatives shall be allocated from the contingent fund provided for in subsection (b)(3) such sums as are required to send one statewide postal patron mailing.*

SEC. 4. (a) The amounts described in sections 2(b)(3) and 3(b)(6) shall be available for distribution by the Committee on Rules and Administration only for—

(1) providing a Senator appointed to complete the term of a Senator who dies or retires with an allocation for the fiscal year in which such appointment is effective;

(2) providing the Secretary of the Senate with sufficient postage to send franked mail as provided for by section 3218 of title 39, United States Code;

(3) reimbursing a Senator for a charge to the Senator's allocation for official mail costs when the charge is the result of an error on the part of an office of the Sergeant at Arms; and

(4) making additional allocations to Senators provided for in sections 2(c)(2), 3(c)(3), and 3(c)(5).

(b) Portions of the amounts described in sections 2(b)(3) and 3(b)(6) remaining unused at the end of a fiscal year [shall] *may* be distributed among Senators in accordance with the allocation formulas set forth in this resolution *or retained in the reserve for contingencies.*

SEC. 5. In determining official mail costs and making allocations to Senate offices pursuant to sections 2 and 3, the Committee on Rules and Administration shall consult with the Postmaster General.

SEC. 6. (a) Two weeks after the close of each calendar quarter, or as soon as practicable thereafter, the Sergeant at Arms and Doorkeeper of the Senate shall send to each Senate office a statement of the cost of postage and paper and of the other operating expenses incurred as a result of mass mailings processed for such Senate office during such quarter. The statement shall separately identify the cost of postage and paper and other costs, and shall distinguish the costs attributable to newsletters and all other mass mailings. The statement shall also include the total cost per capita in the State. A compilation of all such statements shall be sent to the Senate Committee on Rules and Administration. A summary tabulation of such information shall be published quarterly in the Congressional Record and included in the semiannual Report of the Secretary of the Senate. Such summary tabulation shall set forth for each Senate office the following information: the Senate office's name, the total number of pieces of mass mail mailed during the quarter, the total cost of such mail, and, in the case of Senators, the cost of such mail divided by the total population of the State from which the Senator was elected, and the total number of pieces of mass mail divided by the total population of the State from which the Senator was elected.

(b) A mass mailing (as defined in section 3210(a)(6)(E) of title 39, United States Code) by a Senate office shall contain the following notice in a prominent place on the bottom of the cover page of the document: "PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EXPENSE".

SEC. 7. A mass mailing by a Senator shall [be limited to] *not exceed* 2 sheets of legal size paper (or their equivalent), including any enclosure that—

(1) is prepared by or for the Senator who makes the mailing; or

(2) contains information concerning, expresses the views of, or otherwise relates to the Senator who makes the mailing.

SEC. 8. (1) The Committee on Rules and Administration shall—

(A) monitor all expenditures for official mail by all Senate offices; and

(B) promulgate regulations to assure compliance by each Senate office with allocations, allowances, and restrictions provided for in this resolution.

(2) The regulations promulgated pursuant to paragraph (1) shall prescribe a procedure whereby portions of an allocation made to a Senate office may be transferred to another Senate office.

SEC. 9. *(a)* All mass mailings by Senate offices shall be printed, prepared, and mailed by the Senate Service Department and shall be mailed under the frank.

*(b) The Committee on Rules and Administration is authorized to approve exceptions to subsection (a) of this section.*

SEC. 10. (a) The maximum number of pieces of mass mail that may be mailed as franked mail during any fiscal year by a Senator shall not exceed an amount equal to 3 times the number of separate mailing addresses to which such mail can be sent in the State represented by the Senator (as determined on the basis of the most recent statistics of the United States Postal Service available prior to the beginning of the fiscal year). *The actual number of pieces of mail that may be mailed within this maximum is limited by the availability of appropriated funds as set forth in subsection (d).*

(b) A mass mailing that—

(1) relates solely to a notice of appearance or a scheduled itinerary of a Senator in the State represented by the Senator; and

(2) is mailed to the part of the State where such appearance is to occur, shall not count against the limitation stated in subsection (a).

(c)(1) Except as stated in paragraph (2), a mass mailing shall count against the limitation stated in subsection (a) for the fiscal year in which it is mailed.

(2) A mass mailing may be counted against the limitation stated in subsection (a) for the fiscal year immediately preceding the fiscal year in which it is mailed if—

(A) the appropriation Act for the preceding fiscal year specifies that the funds appropriated for Senate mailing expenses for that fiscal year shall remain available until expended;

(B) the Senate office for which the mailing is made has a balance in its allocation made pursuant to section 2 or 3 for the preceding fiscal year against which all or a portion of the cost of the mailing may be charged;

(C) the initial work order for the mass mailing was submitted to the Senate Service Department prior to its close of business on the last day of the preceding fiscal year; and

(D) the Senate office for which the mass mailing is mailed gives the Senate Service Department, prior to its close of business on November 15 of the fiscal year in which the mailing is made, a final printing and mailing clearance.

*(d) The quantity of mail that may be mailed by a Senate office under this section is limited by the availability of funds allocated to such office pursuant to this Resolution.*

SEC. 11. (a)(1)(A) Each year the Secretary of the Senate shall provide each Senator with the greater of—

(i) one and one-third sheets of blank paper per adult constituent, as reported by the Bureau of the Census; or

(ii) 1,800,000 sheets of blank paper.

(B) Each year the Secretary of the Senate shall provide each Senator with letterhead paper and envelopes in *the greater of* the following quantities:

[(i) 180,000 sheets and 180,000 envelopes and each Senator representing a State with a resident population of less than 3,000,000;

[(ii) 240,000 sheets and 240,000 envelopes for each Senator representing a State with a resident population of more than 2,999,999 and less than 4,000,000;

[(iii) 300,000 sheets and 300,000 envelopes for each Senator representing a State with a resident population of more than 3,999,999 and less than 5,000,000;

[(iv) 360,000 sheets and 360,000 envelopes for each Senator representing a State with a resident population of more than 4,999,999 and less than 12,000,000;

[(v) 420,000 sheets and 420,000 envelopes for each Senator representing a State with a resident population of more than 11,999,999.]

*(i) 100 sheets and 100 envelopes per 1,000 constituents of the Senator; or*

*(ii) 180,000 sheets and 180,000 envelopes.*

(2) A portion of a Senator's allowance for paper that is unused at the end of a year may be used during the following year. A portion of such an allowance for a year that is unused at the end of the year following the year for which the allowance is made shall lapse and shall not be available for use thereafter.

(3) A portion of a Senator's allowance for paper that is unused at the time the Senator resigns, retires, or otherwise leaves office shall lapse and shall not be available for use thereafter.

(4) No portion of the paper allowance of a Senator may be given or otherwise transferred to another Senate office.

(b)(1) Each year the Secretary of the Senate shall provide each office set forth below with 180,000 sheets of blank paper, 180,000 sheets of letterhead paper, and 180,000 envelopes:

(A) Each standing committee of the Senate.

(B) Each select committee of the Senate.

(C) Each special committee of the Senate.

(D) Each impeachment trial committee of the Senate.

(2) A portion of an allowance for paper made pursuant to paragraph (1) that is unused at the end of a year shall not be available for use thereafter.

(c)(1) The Secretary of the Senate shall provide each office named in paragraph (4) with such quantities of paper and envelopes as may be necessary for the performance of its official duties.

(2) Except as provided in paragraph (3), no portion of an allowance for paper made pursuant to paragraph (1) may be given or otherwise transferred to a Senator or an office named in subsection (b)(1).

(3) Paper from the allowance of the Sergeant at Arms may be used to reprint matter previously printed and charged to the allowance of another office if—

(A) an error in the previously printed matter was caused by the Senate Service Department; and

(B)(i) the previously printed matter was destroyed prior to distribution; or

(ii) the previously printed matter was distributed before the discovery of the error, and the reprinted matter is noted as a corrected version of such previously printed matter.

(4) The offices referred to in paragraph (1) are the following:

(A) The Joint Committee on the Library.

(B) The Joint Committee on Printing.

(C) The Joint Committee on Taxation.

(D) The Joint Economic Committee.

(E) The Joint Congressional Committee on Inaugural Ceremonies.

(F) The President of the Senate.

(G) The President pro tempore of the Senate.

(H) The Majority Leader of the Senate.

(I) The Assistant Majority Leader of the Senate.

(J) The Secretary of the Majority.

(K) The Minority Leader of the Senate.

(L) The Assistant Minority Leader of the Senate.

(M) The Secretary for the Minority.

(N) The Republican Conference.

*(O) The Republican Policy Committee.*

**[**(O)**]***(P)* The Republican Steering Committee.

**[**(P)**]***(Q)* The Democratic Conference.

**[**(Q)**]***(R)* The Democratic Policy Committee.

**[**(R)**]***(S)* The Democratic Steering Committee.

**[**(S)**]***(T)* The Architect of the Capitol, including the Senate Restaurants and the Superintendent of the Senate Office Buildings.

**[**(T)**]***(U)* The Attending Physician.

**[**(U)**]***(V)* The Capitol Police.

**[**(V)**]***(W)* The Chaplain of the Senate.

**[**(W)**]***(X)* The Secretary of the Senate, including all offices reporting thereto.

**[**(X)**]***(Y)* The Senate Legislative Counsel.

**[**(Y)**]***(Z)* The Senate Legal Counsel.

**[**(Z)**]***(AA)* The Senate Sergeant at Arms, including all offices reorting thereto.

**[**(AA)**]***(BB)* The Congressional Budget Office.

**[**(BB)**]***(CC)* The Office of Technology Assessment.

**[**(CC)**]***(DD)* The Democratic Senatorial Campaign Committee.

**[**(DD)**]** *(EE)* The Republican Senatorial Campaign Committee.

**[**(EE)**]** *(FF)* The Senate Employees' Federal Credit Union.

**[**(FF)**]** *(GG)* The Senate Day Care Center.

**[**(GG)**]** *(HH)* The Senate Defense Liaison Office.

**[**(HH)**]** *(II)* The Senate Press Galleries.

(d) For the purposes of this section—

(1) blank paper means paper that is 8.5 inches by 11 inches or 8.5 inches by 14 inches; and.

(2) letterhead paper means paper that is 8.5 inches by 11 inches.

(e) For the purposes of this section, the term 'year' means the period beginning on January 3 of a calendar year and ending on January 2 of the following year. Paper for any mass mailing the work order for which is submitted prior to the close of business of the Senate Service Department on January 2 of any year shall be charged to the allotment for such year ending on January 2 (or, in the case of Senators, to any remaining balance from the previous year) if the office for which the mass mailing is being prepared gives the Senate Service Department, by its close of business the following February 14, a final printing and mailing clearance. If final clearance for printing is not given by close of business on February 14, the work order for such work shall be canceled and, if the office still desires to have the work completed, a new work order shall be prepared and the paper charged to the year in which such work order is dated (or, in the case of Senators, to any remaining balance from the previous year). Costs incurred in processing a work order that is canceled because the final clearance for printing was not received prior to close of business February 14 shall be reported in the cost report for the quarter ending March 31.

[SEC. 12. The Committee on Appropriations shall consider providing funds for paper for the Senate in an account under the general heading "Contingent Expenses of the Senate".]

SEC. [13] *12.* The third unnumbered subparagraph of paragraph 1 of chapter 3 of the 'Regulations Governing the Use of the Mailing Frank by Members and Officers of the United States Senate', issued by the Senate Select Committee on Ethics pursuant to section 3210(a)(6)(D) of title 39, United States Code, shall be amended to read as follows:

"A franked mailing made specifically and solely in response to, and mailed not more than 120 days after the date of receipt or, a written request, inquiry, or expression of opinion or concern from the person to whom it is addressed is not a mass mailing.".

*SEC. 13. In the event of a reduction in the amount appropriated for Senate official mail for a fiscal year as a result of a sequester pursuant to the Gramm-Rudman-Hollings Act, the amount allocated to each Senate office pursuant to section 2 or 3 of this Resolution shall be reduced by the same percentage as the percentage reduction in the amount appropriated.*

[SEC. 14. The mail costs for a mass mailing for which a Senate office gave the Senate Service Department, prior to October 1, 1989, a final printing and mailing clearance, shall be charged to the appropriation for official mail for fiscal year 1989.]

[SEC. 15. This resolution shall be effective only with respect to fiscal year 1990.]

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